

Pre-employment Questionnaire
 Equal Opportunity Employer

PERSONAL INFORMATION	Last Name	First	Middle	Date
	Address			Phone Number
	City, State, ZIP			Email Address
	Positions (Please circle all applicable.)			Are you over 18 years of Age? Yes No
	Golf & Grounds Maintenance	Pro Shop Golf Staff	Hotel Front Desk	If you are under 18 years old and it is required, can you furnish a work permit? If not, please explain:
	Building Maintenance Staff	Cart & Range Staff	Housekeeping	
	Food & Beverage Staff	Beverage Cart Staff	Night Auditor	
	Dishwasher	Event Staff	Any/Open	
	Preferred Time to Call			Other Names and Aliases
	: AM PM			
Have you applied to or worked for Manistee National Golf & Resort in the past?			Referral Source (How did you hear about this job?)	
Yes No			<input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-In <input type="checkbox"/> Company Website <input type="checkbox"/> Current Employee <input type="checkbox"/> Other _____	
If yes, please give year(s) and position(s)				
Are you legally eligible to work in the United States?			Date available to begin work:	
Yes No			Days/Hours available to work:	
			Salary desired:	
Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime?			Type of employment desired	
Yes No			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	
			Will you work overtime if required? Yes No	
			If no, please explain:	
(Answering "yes" to the preceding question does not constitute an automatic bar to employment. Factors such as dates of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into consideration.)			If it is required for the job that you are applying for, do you have a valid driver's license?	
			Yes No	
If yes, please provide date(s) and details:			Has your license ever been suspended or revoked?	
			Yes No	
			If yes, please explain:	


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EDUCATION	Please provide your education beginning with High School/GED					
	School	Name/Location	Course of Study	Years Completed	Did You Graduate?	Degree/Diploma Type
	High School					
	College					
	Graduate					
	Technical Training					
Other						

QUALIFICATIONS	Summarize any special training, skills, licenses, and/or certificates that you possess that would assist you in performing the position(s) for which you are applying.							
	<p>Computing Skills (check appropriate boxes; include program name(s). If you select "other", please give details).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Word Processing _____</td> <td style="width: 30%;">Internet _____</td> </tr> <tr> <td>Spreadsheet _____</td> <td>Email _____</td> </tr> <tr> <td>Presentations _____</td> <td>Golf _____</td> </tr> <tr> <td>Other _____</td> <td></td> </tr> </table>	Word Processing _____	Internet _____	Spreadsheet _____	Email _____	Presentations _____	Golf _____	Other _____
Word Processing _____	Internet _____							
Spreadsheet _____	Email _____							
Presentations _____	Golf _____							
Other _____								

OTHER INFORMATION	To what job-related (professional or trade organizations) do you belong? <small>(Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, and age, mental or physical disabilities, veteran/reserve, national guard or any other similarly protected status.)</small>		
	Organization	Offices Held	

REFERENCES	Do not include previous employers or relatives.					
		Name	Address	Phone	Context	Years Known
	1.					
	2.					
	3.					

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EMPLOYMENT BACKGROUND	Starting with your most recent employer, please provide the following information (even if resume is attached).			
	1	Employer	May we contact? Yes No If not, why not?	Telephone
		Address	City/State	Date of employment (mm/yy) From: End:
		Job Title	Supervisor	Hourly/Salary Rate Start: End:
		Summarize the type of work done and your duties		Reason for leaving
	2	Employer	May we contact? Yes No If not, why not?	Telephone
		Address	City/State	Date of employment (mm/yy) From: End:
		Job Title	Supervisor:	Hourly/Salary Rate Start: End:
		Summarize the type of work done and your duties		Reason for leaving
	3	Employer	May we contact? Yes No If not, why not?	Telephone
		Address	City/State	Date of employment (mm/yy) From: End:
		Job Title	Supervisor	Hourly/Salary Rate Start: End:
		Summarize the type of work done and your duties		Reason for leaving
If you indicated that you do not want an employer listed above contacted, please explain why:				
Explain any gaps in your employment, other than those due to personal illness, injury or disability:				
Have you ever been discharged/let go/asked to resign from a job? Yes No If yes, please explain:				

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APPLICATION AUTHORIZATION

Without reservation, or exception, I expressly authorize Manistee National Golf and Resort and all of its affiliates, together with its/their respective representatives, employees and attorneys and agents, to contact and obtain information from: (i) all references (personal and professional) that I have provided, (ii) all former or current employers, (iii) any public agencies, (iv) any police departments, (vi) any licensing authorities, (vii) any credit reporting agency, and (viii) any educational institutions (collectively the "Reporting Parties"). I further authorize Manistee National Golf and Resort to otherwise verify the accuracy of all information provided by me in this application, resume, or my job interview with any source. I also hereby authorize the Reporting Parties to release the information requested by Manistee National Golf and Resort, and I hereby waive notice that any such information has been released to Manistee National Golf and Resort. I also waive any and all rights and claims that I may have against Manistee National Golf and Resort for seeking, gathering, and using all such information, in the employment process, and while I am an employee if I am hired. I understand that by signing this application for employment, I am waiving any and all rights and claims against Manistee National Golf and Resort, the Reporting Parties and any other persons, corporations or organizations for furnishing such information relating to me.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from Manistee National Golf and Resort and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice. I also understand that Manistee National Golf and Resort reserves the same right to terminate my employment at any time, with or without cause and with or without notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration, implied or otherwise. I understand that no supervisor or representative of Manistee National Golf and Resort is authorized to make any assurances to the contrary, or to enter into any oral or written agreements to the contrary.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that Federal immigration laws require me to complete a Form I-9 in this regard.

Manistee National Golf and Resort does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant for consideration for employment on the basis of his or her gender, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local laws. Manistee National Golf and Resort likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words of conduct that demean, stigmatize, intimidate, or single out a person of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, co-worker, subordinate, or non-employee (such as a vendor or customer). Manistee National Golf and Resort takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me is true, correct, and complete. I further understand that if any such information is found to have been misrepresented by me, in any respect, or is found to be false, or incomplete Manistee National Golf and Resort may upon discovery of the same, either eliminate me from further consideration for employment or may immediately discharge me from any employment relationship, as applicable, in Manistee National Golf and Resort's sole discretion.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE PROVISIONS TO THIS APPLICATION FOR EMPLOYMENT:

I certify that I have read, fully understand, and accept all terms of the foregoing provision(s) to this application for Employment.

Applicant

Date